

## CIA POSITION STANDARD

Courier GS-0302.05-00

SERIES DEFINITION:

This series includes all positions, the duties of which are to supervise or perform physical and related clerical work involved in the collection, transportation, sorting, and delivery of mail, documents, packages and related material, predominately security classified and/or controlled items, within and between organizations, buildings and areas in the Continental U. S.

EXCLUSIONS:

Positions involving the collection, sorting, transportation or delivery of mail, documents, packages and related material which may be classified but are not subject to close control criteria when kept within a building or moved between Agency components in the metropolitan area are to be classified to the Messenger Series GS-0302.01.

Positions involving the supervision or performance of work involved in: (a) receiving, recording, and routing after identifying, opening or reading the contents of envelopes, packages, or documents; (b) recording and dispatching outgoing material; and (c) reading, indexing, recording, or filing correspondence, documents, or related material are to be classified to the Mail and File Series, GS-0305.00.

DEFINITIONS:

Security Control as defined in [ ] includes briefing, procedures for marking, custody, delivery, storage, receipting, and handling of material for which control indicators are used to show the specific limitation to place upon the handling of the item. RD or SI type material illustrates a program control where custody or movement could require close security control.

STAT